



# County of Los Angeles CHIEF ADMINISTRATIVE OFFICE

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<http://cao.lacounty.gov>

DAVID E. JANSSEN  
Chief Administrative Officer

March 15, 2007

To: Supervisor Zev Yaroslavsky, Chairman  
Supervisor Gloria Molina  
Supervisor Yvonne B. Burke  
Supervisor Don Knabe  
Supervisor Michael D. Antonovich

From: David E. Janssen  
Chief Administrative Officer

Board of Supervisors  
GLORIA MOLINA  
First District

YVONNE B. BURKE  
Second District

ZEV YAROSLAVSKY  
Third District

DON KNABE  
Fourth District

MICHAEL D. ANTONOVICH  
Fifth District

## **REGISTRAR-RECORDER/COUNTY CLERK MANAGEMENT APPOINTMENT EXCEEDING TEN PERCENT SALARY INCREASE-KATHLEEN CONNORS**

Consistent with the August 4, 1998 Board-approved policy on managerial salaries, we have reviewed and recommend Board approval of the attached Registrar-Recorder/County Clerk request to appoint Ms. Kathleen Connors to the position of Assistant Registrar-Recorder/County Clerk (Unclassified), Administrative Bureau with a salary of \$9,908.76 monthly and/or \$118,905.12 annually. The requested salary would place Ms. Connors within the second quartile of Range 14 and would provide for a 12.0 percent increase over her current base salary of \$8,847.10 monthly and/or \$106,165.20 annually.

Ms. Connors will serve as the Department's Administrative Deputy responsible for the oversight of the Finance & Management and Human Resources Divisions. Ms. Connors has been working as an acting Administrative Deputy since May 8, 2006, and has performed critical management oversight in the areas of election logistics and studies, facilities management, procurement and employee relations.

Ms. Connors has a Bachelor of Arts degree from California State University, Northridge and has over thirteen years of experience as the Department's Division Manager over the Finance & Management Division. Ms. Connors also worked as a Management Analyst in the Chief Administrative Office and as a Deputy District Director in the Department of Public Social Services.

Each Supervisor  
March 15, 2007  
Page 2

In accordance with the policy on managerial salaries, please advise this office if you would like this request placed on an upcoming agenda for Board action. Unless otherwise instructed by March 29, 2007 we will authorize the Department to proceed with this appointment.

Please contact me, or your staff may contact David Wei of my staff at (213) 893-2534 if you require additional information.

DEJ:DL:SK  
DD:DW:kd

Attachment

c: Executive Officer, Board of Supervisors

Kathleen Connors.bm.doc



COUNTY OF LOS ANGELES  
**REGISTRAR-RECORDER/COUNTY CLERK**  
12400 IMPERIAL HWY. - P.O. BOX 1024, NORWALK, CALIFORNIA 90651-1024

**CONNY B. McCORMACK**  
Registrar-Recorder/County Clerk

March 9, 2007

4013  
(3.13.07)

**TO:** David E. Janssen  
Chief Administrative Officer

**FROM:** Conny B. McCormack *CBC*  
Registrar-Recorder/County Clerk

**SUBJECT: MAPP APPOINTMENT AND SALARY APPROVAL FOR KATHLEEN CONNORS**

This is to request MAPP appointment and salary approval to promote Kathleen Connors to the MAPP Range 14 position of Assistant Registrar-Recorder/County Clerk (Unclassified), Administrative Bureau effective upon approval. In her promoted capacity, Ms. Connors will serve as the Department's Administrative Deputy with oversight and management over the Finance & Management and Human Resources Divisions.

Ms. Connors was selected from a competitive applicant pool that was pre-screened through the Executive Recruitment Section of the Department of Human Resources. Her appointment was recommended by a finalist interview panel consisting of Dean Logan, Chief Deputy Registrar-Recorder/County Clerk; Sharon Harper, Chief Deputy County Administrative Officer; and Steven Golightly, Chief Deputy Director for Child Support Services.

Ms. Connors has been a valued employee of this Department for more than 13 years serving in the capacity of Division Manager over the Finance & Management Division. Additionally, she has been working in an acting capacity since May 8, 2006, as the Administrative Deputy of the Department with responsibility over both the Finance & Management and Human Resources Divisions. She has performed critical management oversight in the Department including responsibility for election logistics and studies, facilities management, procurement, and employee relations.

Prior to her current position with this Department, Ms. Connors worked as a Management Analyst in the Chief Administrative Office and as a Deputy District Director in the Department of Public Social Services. She holds a Bachelor of Arts degree from California State University, Northridge.

Pursuant to Los Angeles County Code 6.08.340D, we are offering Ms. Connors a 12% increase over her current base salary. Please note that since May 2006, Ms. Connors has been receiving a special assignment bonus that is not reflected in her base salary. The proposed promotional salary remains below the Control Point of \$131,891.00 for MAPP Range 14 and is in line with

David E. Janssen  
March 9, 2007  
Page 2

the salary placement of other MAPP participants at the same level of responsibility and seniority within our Department.

- **Current Base Salary**      **\$106,165.24**
- **Proposed New Salary**    **\$118,905.07**

Thank you for your assistance and attention to this matter. If you have any questions or need additional information, please call me or your staff may contact Dean Logan, Chief Deputy Registrar-Recorder/County Clerk at (562) 462-2883.

CBM:DCL

**NOTED AND APPROVED:**

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**DAVID E. JANSSEN**  
Chief Administrative Officer

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Date